

Broughton & Milton Keynes Parish Council
Monday 7th November 2016 at 7.15pm
Middleton Pavilion

Minutes

Present:

Cllr J Brighton, Cllr J Chambers, Cllr C Craig, Cllr A Kidd (Chair), Cllr D Monk, Cllr J Small, Cllr T Small, Cllr M Solanki, Cllr G Stimson

In attendance:

Mrs H Ward, Parish Clerk
11 members of the public

1.	Apologies																		
	Members consented to the absence of Cllr Tyler who is on holiday.																		
2.	Declaration of Interests																		
	There were no declarations.																		
3.	Minutes of previous meetings																		
	The minutes were approved as a true record of the meeting held on 3 rd October.																		
4.	Finance																		
	a. Report of income, expenditure, balances and reconciliation for October																		
	Income received during October																		
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1 year fixed term deposit

£50,000.00	Transfer from Treasurer account, 21 December 2015
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CCLA public sector deposit fund

£25,000.00	Transfer from Treasurer account, 31 May 2016
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b. Schedule of payments

The following payments were noted:

Net	VAT	Total	Payee	Expense	Payment method	Payment date
£1,076.87		£1,076.87	HM Revenue & Customs	PAYE/NI	Chq	3 Oct 16
£50.80		£50.80	Anglian Water	Allotments	BT	11 Oct 16
£53.31		£53.31	Anglian Water	Middleton Pavilion	BT	11 Oct 16
£3,212.00		£3,212.00	Geoffrey Leaver Solicitors	Oakgrove Community Meeting Place, legal fees	BT	11 Oct 16
£49,565.62		£49,565.62	Geoffrey Leaver Solicitors	Oakgrove Community Meeting Place, fit out reimbursement, rent	BT	11 Oct 16
£449.71		£449.71	Bucks County Council	Staff pension contributions	BT	12 Oct 16
£22.30	£4.46	£26.76	BT	Telephone, Middleton pavilion	DD	16 Oct 16
£7.71		£7.71	Mr S Bates	Allotment pipe	BT	17 Oct 16
£28.00	£5.60	£33.60	Borland Property	PAT testing, Middleton Pavilion	BT	17 Oct 16
£303.00		£303.00	Mr C Bowker	Centre Manager contract fee, September	BT	17 Oct 16
£127.80	£6.39	£134.19	British Gas Business	Middleton Pavilion, gas	BT	17 Oct 16
£20.26		£20.26	EE	Office broadband monthly contract	BT	17 Oct 16
£13.52		£13.52	Mrs A McNaughton	Office expenses	BT	18 Oct 16
£1,341.93	£268.39	£1,610.32	Marcus Young	Landscaping & bin contract, September plus Middleton pavilion	BT	18 Oct 16
£342.00		£342.00	Great Linford PC	Ranger services	BT	20 Oct 16
£5.08		£5.08	Virgin mobile	Monthly contract	DD	21 Oct 16
£400.00	£80.00	£480.00	Mazars	External audit	BT	24 Oct 16
£255.00	£51.00	£306.00	MK Marking Systems	Emergency access sign, Middleton Pavilion	BT	27 Oct 16
£286.00	£57.20	£343.20	ProKleen	Cleaning, Middleton pavilion, September	BT	28 Oct 16
£319.00		£319.00	MK Council	Business rates, Middleton pavilion	BT	31 Oct 16
£207.82	£10.39	£218.21	British Gas Business	Middleton Pavilion, electricity	BT	31 Oct 16
£1,835.54		£1,835.54	Employees	October salaries	BT	31 Oct 16

The following forthcoming payments were noted:

£20.00		£20.00	Mr & Mrs C Gondora	Allotment keys deposit refund	Chq	7 Nov 16
£10.00		£10.00	Mr K Kepczynski	Allotment key deposit refund	Chq	7 Nov 16
£433.50		£433.50	C-Salt Ltd	Office rent, May 2016	Chq	7 Nov 16
£3,500.00		£3,500.00	MK Village Hall	Grant, 2 nd year payment, Village fireworks	Chq	7 Nov 16
£994.88	£198.98	£1,193.86	Sterling	Boiler repair, Middleton	TBA	TBA

			Installations	Pavilion		
£50.00			Fire & Electrical Safety	Fire alarm servicing, Middleton Pavilion	TBA	TBA
£87.85		£87.85	Mrs H Ward	Expenses September & October	BT	8 Nov 16
£237.00		£237.00	Mr C Bowker	Centre Manager contract fee, October	BT	8 Nov 16
£129.00	£25.80	£154.80	BT Business	Middleton pavilion, broadband 1 Oct – 31 Dec	BT	8 Nov 16
£449.71		£449.71	Bucks County Council	Staff pension contributions	BT	10 Nov 16
£TBA	£TBA	£TBA	Marcus Young Landscapes	Landscaping & bin contract October, plus Middleton pavilion	BT	14 Nov 16
£437.00		£437.00	Great Linford PC	Ranger services	BT	14 Nov 16
£35.00		£35.00	Information Commissioner	Annual fee	DD	14 Nov 16
£20.26		£20.26	EE	Office broadband monthly contract	BT	16 Nov 16
£20.99 plus	TBA	TBA	BT	Telephone, Middleton pavilion	DD	16 Nov 16
£5.08		£5.08	Virgin mobile	Monthly contract	DD	21 Nov 16
£319.00		£319.00	MK Council	Business rates, Middleton pavilion	BT	30 Nov 16
£TBA		£TBA	Employees	November salaries	BT	30 Nov 16

c. Grant request : Walton Churches Partnership

Cllr Monk proposed that a grant of £550 is awarded for the community carol concert to be held on 9 December. This was seconded by Cllr Craig. There were no objections.

5. 2017-18 Budget

a. Working group terms of reference

The draft terms of reference were approved.

b. Members of the working group

Cllr Kidd and Cllr Craig were nominated as members of the working group. The Clerk advised that the precept for 2017-18 would need to be determined at the meeting on 9 January.

6. Middleton Pavilion

a. Working group update

Cllr Monk presented an update to the meeting, which was well received.

b. Tender documentation

It was agreed to accept the draft documents presented by the working group.

c. Quotation for tender advertisement

It was agreed to proceed with half page advert in the Citizen at a cost of £467.00.

d. Quotations:

i. Fire door

It was agreed to proceed with the quotation from Enerco Doors to replace the faulty door and to pursue as an insurance claim.

ii. Handyman repairs

It was agreed to proceed with the quotation presented.

iii. Roof repair

It was agreed to proceed with the quotation presented.

iv. Electrical work

It was agreed to obtain further quotations for the work.

7.	Oakgrove Community Meeting Place
	The proposal from Cllr Tyler was available to members prior to the meeting. It was agreed that Cllr Tyler take over the project delivery and spending is permitted to within the 2016-17 budgeted Oakgrove allowance.
8.	Community Café, Broughton
	The proposal from Cllr Craig was available to members prior to the meeting. It was agreed that a viability assessment and business plan be presented at a future meeting.
9.	Human resources
	<p>a. Proposal to recruit a Deputy Clerk The proposal from the HR working group was available to members prior to the meeting. It was agreed to proceed with the recruitment of a Deputy Clerk in the New Year.</p> <p>b. Proposal to increase the Clerk's contractual hours The proposal from the HR working group was available to members prior to the meeting. It was agreed to increase the Clerk's contractual hours by 2 hours per week with effect from 1 November, and to include a +10 hour allowance per calendar month as a temporary measure until additional staff resource is provided.</p>
10.	MK Village Play Area
	It was agreed that Cllr J Small would be responsible for project management and delivery.
11.	Dog waste bins, Brooklands
	The proposal from Cllr Solanki was available to members prior to the meeting. It was agreed to install two new dog waste bins close to the ridge on Brooklands subject to land owner approval.
12.	Tree survey
	The proposal from Cllr J Small was available to members prior to the meeting. It was agreed to accept the quotation from Tree Aware.
13.	Councillor seminar
	The proposal from Cllr Brighton was available to members prior to the meeting. All members were in support of the proposal and for Cllr Brighton to take forward.
14.	Broughton & Brooklands Pavilion steering groups
	Cllr Kidd suggested that Cllr Stimson is the representative on the Broughton steering group and Cllr Solanki on the Brooklands steering group. Cllr Kidd will follow up with MK Council and 1Life to set Terms of Reference for the steering groups.
15.	Correspondence
	<p>a. BT phone box, Broughton Road It was agreed to put in a request to adopt the phone box from BT.</p> <p>b. Purchase of MK Council's open space land It was agreed to object to the request.</p> <p>c. Public event, planting of oak tree on edge of cricket field on 23 January It was agreed for Cllr Kidd to take forward.</p>
16.	Councillors' reports and items for future agendas
	<ul style="list-style-type: none"> • Cllr Brighton is meeting with MK Gallery on 9 November to discuss two art projects in the parish. • Cllr J Small asked about the status of recruitment of councillor to the vacancies in the Broughton & Atterbury Ward and advised that Ward Cllr J Bint would still like to be considered. Cllr Kidd reminded members that 6 months had been set aside to gauge specific interest from people living in Broughton & Brooklands. Cllr Stimson advised that work is on-going to get interest.
17.	Next meeting
	The next meeting will be held on Monday 5 December 2016 in the Middleton Pavilion.

Signed: 9 January 2017